

## INSTRUCTIONS FOR COMPLETING THE ITM ROUTING MAINTENANCE FORM

The ITM Routing Maintenance form is used to setup/update Routing Administrator security groups within the Integrated Travel Manager database. This information will need to be provided to the CBS Client Services Help Desk via email attachment. If you would like to obtain an electronic format of this form, it is available on the FSD Home Page at <http://www.corporateservices.noaa.gov/~cbs/> under Integrated Travel Manager (ITM) Information, ITM Forms.

Please note that this form only needs to be completed by a Routing Administrator if they do not currently have access to the employees in which they will be responsible for administering routing maintenance. If you are currently a Group Administrator and all employees in which you will need to administer routing maintenance are in your current ITM security group **DO NOT** complete this form. No action will be required, by completing this form you will override your current Group access.

### General Information

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|---|---|
| <b>Contact Name</b>                           | Provide the name of the individual completing the Travel Information Form.  |
| <b>Phone Number</b>                           | Provide the phone number of the individual completing the Travel Information Form.  |
| <b>Office Name</b>                            | Provide the name of the Organization (Division) for which this form is being completed  |
| <b>LAN Administrator</b>                      | Provide the name(s) of the LAN Administrator(s) responsible for your office.  |
| <b>Phone Number</b>                           | Provide the phone number of the LAN Administrator.  |
| <b>CBS Org. Code</b>                          | Provide your office's CBS Organization Code.  |
| <b>Date</b>                                   | Provide the current date.   |
| <b>CBS Client Services Help Desk Use Only</b> | CBS Client Services Help Desk will provide the information needed in this block. Do not edit this field when making changes to your form. |

### Routing Administrator Information

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|--|--|
| <b>Last, First and MI Name</b>                   | Provide the last, first and middle initial of the person(s) responsible for creating and viewing documents for the list of people specified in the Group Member section below. |
| <b>Core Financial System (CFS) Vendor Number</b> | Provide the CFS Vendor Number of the Routing Administrator.  |

**Employee or Contractor**

Provide the persons employment status followed by the Payment Office code identifier (i.e., C – Central Finance Branch, E – Eastern Finance Branch, H – Headquarters, M – Mountain Finance Branch, W- Western Finance Branch) and first four (4) numbers of the persons CBS Organization Code.

For Example: Employee (H-01-00).

**Group Members**

**Traveler Name**

Provide a list of all employees within your organization. This would include all people in your office who have the potential of traveling TDY or Local travel. ***Invitational travelers are excluded.***

**Core Financial System (CFS) Vendor Number**

Provide the CFS Vendor Number of the employee.

Note: ***For New Employees:*** The National Finance Center (NFC) Interface generates/updates vendor records for all employees. In order to establish a CFS vendor number for a new employee prior to the NFC Interface, **a CFS Individual Payment Profile form must be completed by the employee prior to any travel arrangements being made.**

**Please contact the CBS Client Services Help Desk if you need further assistance in completing the ITM Routing Maintenance Form.**

**CBS Client Services Help Desk Information**

**Phone Number**

(301) 427-1023

**E-Mail Address**

[ClientServices@noaa.gov](mailto:ClientServices@noaa.gov)

**Hours of Operation**

7:00 a.m. through 5:00 p.m.  
ET, Monday through Friday.